Standard

Children’s Health and Safety in Family Day Care

Please note this standard is mandatory and DECD FDC staff (including registered DECD educators) are required to adhere to the content.

Summary

This standard outlines the requirements relating to the health and safety of children and young people in operating a DECD family day care service.

Table 1 - Document details

<table>
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<td>Australian Road Rules</td>
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<p>| Related policies, procedures, guidelines, standards, frameworks |
| Family Day Care Operations Policy |
| Family Day Care – Fee and Levy Charging Procedure |
| DECD Child protection in schools, early childhood education and care policy |
| DECD Screening and Suitability – Child Safety |
| DECD Health Support Planning and Management in Education and Care Settings Procedure |
| DECD Medication Management in Education and Care Settings Guideline |
| DECD First Aid in Education and Care Settings Guideline |
| DECD Anaphylaxis and Severe Allergies in Education and Care Settings Guideline |
| DECD Acquired brain injury in Education and Care Settings |</p>
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<thead>
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<td>DECD Oral Eating and Drinking in Education and Care Settings Guideline</td>
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<td>DECD Transfer and Positioning Support in Education and Care Settings Guideline</td>
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**Version**

1.0

**Replaces**

FDC Policies
- Accident and emergency
- Child safe FDC environments
- Excursions – safe practices
- Health and hygiene practices
- Healthy and safe food experiences
- Medication
- FDC Fact Sheets
- Animals
- Arrivals and departures
- Bathing young children
- Bushfire action plans
- Critical incidents
- Child restraints
- Dental health
- Food safety
- Handwashing
- Incident – injury, trauma, illness
- Medical conditions and health care plans
- Nappy changing
- Nappy rash and creams
- Paracetamol
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<td>8226 2546</td>
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<td>Director, Early Childhood Services</td>
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<td><strong>Executive director responsible (position and office)</strong></td>
<td>Executive Director, Early Years and Child Development, Department for Education and Child Development</td>
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<td><strong>Key words</strong></td>
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</table>
1. Title

Children’s Health and Safety in Family Day Care

2. Purpose

To outline the requirement for children’s health and safety standards required to comply with as a condition of their DECD FDC registration in accordance with the requirements of Education and Early Childhood Services (Registration and Standards) Act 2011 [the Act] and the Education and Care Services National Regulations 2011 [the Regulations].

3. Scope

All DECD FDC staff, educators registered under a DECD FDC scheme, educator assistants approved under a DECD FDC scheme.

4. Policy detail

This standard is underpinned by the National Quality Standard (NQS). The NQS consists of seven quality areas, each containing standards and elements, against which education and care services are rated.

The seven quality areas covered by the National Quality Standard are:

- QA1 Educational program and practice
- QA2 Children’s health and safety
- QA3 Physical environment
- QA4 Staffing arrangements
- QA5 Relationships with children
- QA6 Collaborative partnerships with families and communities
- QA7 Leadership and service management

This standard focuses on Quality Area 2; safeguarding and promoting children’s health and safety.

Educators are to refer to the educator home safety checklist for guidance on maintaining an environment that is healthy and safe for children.

4.1 Supervision

All children must be adequately supervised at all times that the children are being educated and cared for at the Approved Service.

The adequacy of supervision should be determined by a range of factors, including:

- number, ages and abilities of children
- positioning of educator
- each child’s current activity
- areas where children are playing, in particular the visibility and accessibility of these areas
• risks in the environment and experiences provided to children
• the educators' knowledge of each child and the group of children
• the experience, knowledge and skill of each educator.

Children in family day care are not to be left in the supervision of an informal care service (e.g., crèche, playgroup).

### 4.4.1 Active Supervision

Children are to be actively supervised when undertaking an activity that involves some risk. Active supervision refers to direct and constant monitoring requiring focused and intentional observation of children at all times.

Active supervision principles include:

- careful intentional positioning
- scanning and moving around the area
- listening closely for sounds or the absence of noise
- observing play and anticipating
- assisting and checking for appropriate behaviour
- removing distractions (e.g., impact of visitors, contractors, accessing social media.)

### 4.2 Risk assessment & risk benefit

Risk is inherent within every day activities. The aim of managing risk is to minimise negative outcomes, not to eliminate risk and challenge for children.

Risk is measured in terms of a combination of the consequence/impact and the likelihood of a positive or negative impact balanced against the benefits (learning outcomes).

Educators are to assess their environment on an ongoing basis while children are in care and are to take action to ensure every reasonable precaution is taken to protect children from harm, and any hazard likely to cause injury or illness.

Educators are to document the risk benefit/assessment of their premises and for excursions (see 4.8) using the [DECD Risk Benefit tool](#).

Refer:

- [DECD Risk Benefit Assessment tools](#)
- [EECSR & Risk Assessments Fact Sheet](#)

### 4.3 Emergency plans

Educators are to have a documented emergency plan that details:

- action to be taken for identified dangers (indoor or outdoor)
- the days and times that care is provided
- action to be taken in the event of an injury to a child or educator
- action to be taken in the event of a fire at the premises
- designated meeting places when evacuation required or phone lines not working
• action to be taken in the event of a bushfire, which includes the bushfire risk rating for the
premises and an outline of the action plan to be implemented when operating on days of
severe, extreme or catastrophic fire danger days (refer EECSR Safety Fact Sheet).

Emergency plans and procedures to be displayed in a prominent position near each exit of the premises. The plans and procedures are to include a house layout plan with the location of the emergency exits, meeting points, location of fire extinguisher/fire blanket and first aid kit clearly identified.

When a child commences care, the emergency plans and procedures are to be practiced, reviewed and documented prior to the child’s 6th day of care. Thereafter emergency plans and procedures are to be practiced, reviewed and documented at least every 3 months.

4.3.1 Emergency Contact

The Family Day Care Scheme emergency contact details are contained on the educator registration certificate, which is displayed in accordance with the requirements of maintaining a registration.

4.4 Incidents – Injury, trauma and illness

An incident is where something serious and/or dangerous happens where educators or children have been exposed to risk or hazard, including:

• an injury or trauma to a child where medical attention is sought or reasonably should have been sought
• the death of a child, family member, educator, staff member
• an incident where emergency services have attended (fire, police, country fire service, South Australian State Emergency Service (SES) etc.)
• when a child appears to be missing or cannot be accounted for
• natural disasters
• road accidents.

In the event of a serious and/or critical incident the educator will

• stay calm and support children in their care to remain calm
• follow the emergency plan, apply first aid if required
• ensure children are safe and medical attention is sought, if needed
• contact parents of all children impacted by the serious and/or critical incident
• contact the FDC scheme office for advice and support
  o during office hours: ring your local FDC Scheme office or the Business Centre
  o out of office hours: ring the FDC Emergency phone number 7111 3663
• complete and submit an Incident, Injury, Trauma, Illness record and forward to the FDC Scheme office within 24 hours of the incident.
  (Note: A parent signature is required, however if a signature from a parent is not immediately available, the report is to be submitted within the 24 hour period and then re-submitted once the signature is obtained)
• complete any forms required by the public liability insurer and provide a copy of all documentation to the FDC Scheme office
• contact DECD FDC staff member, to discuss the incident and review the emergency plan if required.

The FDC Coordinator will enter the incident into the Incident Response Management System (IRMS).

4.5 Medication, first aid and health support

DECD Health Support Planning guidelines are to be followed by the educator to ensure that health requirements for all children in care are met.

Where a child has a specific health need, the appropriate care plan template is to be completed and provided by the family to the educator.

4.5.1 First Aid

An educator has an obligation to:

• ensure that first aid qualifications are kept current and meet the requirements of the Education and Care Services National Law.
• administer first aid when necessary
• contribute to planning for health support of a child
• as the first-aider to seek emergency assistance in situations where his or her training is not sufficient to keep the child safe
• take this emergency action without waiting for parent or guardian approval, where delays could compromise safety
• notify the child’s emergency contact person as a matter of priority to inform him or her of the emergency action taken

4.5.2 Delegated care / credentialing

Where a child requires procedures that are not covered as part of the educators’ first aid training, then an educator is required to discuss the procedure with their coordinator as part of the health support planning processes and procedures. An educator must inform the scheme of the specific medical care needs, obtain relevant training and instruction from a qualified medical practitioner. An educator cannot provide care for that child until such time that relevant health care training has been completed and a plan is in place.

4.6 Hygiene Practices

Staying Healthy- preventing infectious diseases in early childhood education and care services 5th edition is considered a best practice tool to support educators to meet their regulatory requirements.

4.6.1 Unwell educators

Educators who are unwell, as diagnosed by a medical practitioner, are to cease providing care during this time.

Where a DECD FDC staff member observes that an educator may be unwell, then they can request a medical clearance detailing that the educator is able to undertake their FDC duties.

4.6.2 Unwell people/s residing in the premises
Where other people residing in the premises are unwell, the educator can choose to cease providing care or implement strategies that will minimise the risk of spread of infection. Refer 4.2.

Where a DECD FDC staff member assesses that the implemented strategies do pose an unacceptable risk to children in care, then care is to cease in accordance with the recommended exclusion periods detailed in Staying Healthy or a medical clearance is provided.

4.6.3 Unwell children

Children are to be excluded from care in accordance with the recommended exclusion periods detailed in Staying Healthy.

Educators are to inform families and relevant stakeholders, including their relevant coordinator of each incident of an infectious or notifiable disease while maintaining the privacy of children/families who attend care.

4.6.4 Children who are not vaccinated

Children, who are not vaccinated, or have not provided immunisation evidence are to be excluded from care in the event of an occurrence of a vaccine-preventable disease in accordance with the DECD procedure Protecting Children Against Vaccine Preventable Diseases.

4.6.5 Cleaning

An educator is to maintain the FDC premises in a clean, hygienic manner as detailed in Staying Healthy.

4.6.6 Nappy changing

Educators must follow hygienic practices when changing nappies in such a way that minimises any potential cross infection.

Educators must follow Staying Healthy (3.2.1) when changing nappies, with the exception of the requirement to use paper on nappy mats due to lower number of children in family day care.

4.7 Child Protection

4.7.1 Mandated Notification

Both FDC staff and DECD FDC educators are mandated notifiers and are legally required to report suspected child abuse or neglect to the Child Abuse Report Line (CARL). All DECD staff and DECD FDC educators are required to undertake the Responding to Abuse and Neglect (education & Care) full day training initially and the refresher training every three years.

All serious concerns (where you suspect a child or an infant is in imminent or immediate danger) are to be reported via the child abuse report line 131 478 (and not via the online reporting system).

For information on reporting child abuse refer to reporting child abuse or neglect.

Non serious concerns can be reported by accessing the online reporting system. An educator must first create an account, refer https://my.families.sa.gov.au/IDMProv/landing.html.

4.8 Excursions

An excursion is considered to be any journey where an educator, with the children in care, leave the approved premises.
Refer
- Permission Form (routine)
- Permission Form (non routine)
- EECSRSB Excursion fact sheet

4.8.1 Routine and non-routine excursions

Educators are to plan excursions which maximise children’s developmental learning experiences with due regard to the safety and wellbeing of the children. Consideration is also to be given to minimising children’s time spent travelling in a vehicle.

There is a higher inherent risk of harm when on excursions with children, therefore an increased level of supervision is required (e.g. hand holding).

A first aid kit appropriate to the excursion must also be carried.

Educators must conduct a written risk benefit assessment for each excursion and seek written permission from each family prior to the excursion. The risk benefit assessment must be sighted by each family at the time of signing the consent form.

Where children are transported on a bus, train or tram, children, where possible, are to be seated. Child-adult ratios as documented in the risk benefit assessment must be in place to ensure all children have their hand held at railway stations, bus and tram stops.

Emergency information must be carried by the educator at all times. This must include medical information relevant to individual children (health support plan/s), required medication, parent’s contact numbers, the FDC office phone number and identification that will assist in identifying the educator in an emergency.

A routine excursion is a journey undertaken regularly, for example daily trips to schools or pre-schools. Permission is to be provided from each family in advance for a period of time. A risk benefit assessment is to be completed, documented and reviewed at least annually.

A non-routine excursion is a journey which is not regular, e.g. a trip to a shopping centre, zoo, school fair/fete, train trip etc. Permission must be given prior to the excursion. Permission may be granted by phone, text or email followed up later with written permission. A risk benefit assessment needs to be completed, documented prior to each non-routine excursion.

4.8.2 Visiting another DECD family day care premises

An educator may visit another DECD FDC premises, where:
- the visit does not exceed four hours in a day, where children are in care
- excursion standards are followed, including permission forms.

4.8.3 Car safety

A child (or children) is not to be left unsupervised in a vehicle. Children must be taken with an educator when they leave the vehicle. Children need to be adequately supervised at all times in care.

Educators are to be aware that a parked car:
- can be up to 30°C hotter than the outside temperature and 75% of the temperature increase occurs within the first 5 minutes
- can be like an oven, even on a moderate day, and children are more at risk as they suffer dehydration and heat stress far more quickly than adults.

Educators are to also be aware that children are the most vulnerable road users because of their unpredictability which can expose them to significant risk when around vehicles and traffic.
Educators are to comply with the Australian Road Rules, including the purchase, fitting and use of car restraints. [My Licence - Seatbelts and Child Restraints](#).

Educators are to pay particular attention to keeping children safe in and around driveways. Refer Kidsafe SA [Driveway Safety](#).

### 4.9 Arrivals and departures

Educators are to plan for the time that children arrive and depart to ensure:

- children’s experiences can be shared with families daily
- families have the opportunity to share thoughts, ideas, concerns and questions
- documentation is completed.

Educators are to ensure that families complete the attendance record detailing actual times of arrival and departure. This record is to be accurate to the nearest 5 minutes (refer to requirements outlined in Family Day Care – Fee and Levy charging procedure).

Educators are to ensure that the [Family Authorisations Enrolment Sheet](#) is completed with each family prior to care and thereafter reviewed for accuracy at least every 12 months.

Educators must be provided with a copy of parenting or consenting orders, where they are in place, for their records.

#### 4.9.1 Departure

An educator is to ensure that children only leave the premises if:

- the child is given into the care of a parent of the child, or another person documented on the Family Authorisations Enrolment Sheet
- an [authorised unaccompanied permission](#) is in place
- taken on an excursion and written authorisation in accordance with Education and Care Services National Regulation 102 has been obtained – approved provider must ensure that a child being educated and cared for by the service is not taken outside the service premises on an excursion unless written authorisation has been provided by a parent or other person named in the child’s enrolment record
- the child requires medical care
- in the event of an emergency (including emergency evacuation drills).

### 4.10 Animals

Where animals are kept on the premises or visit the premises whilst children are in care, then educators are to:

- identify the level of hazard posed by any animals on the premises while children are in care and implement strategies to manage any potential hazard
- provide a suitable separate area for all pets which is inaccessible to children
- include in the educator’s service information details on the housing, interaction, supervision and care of animals kept on and visiting the family day care premises
- plan interactions between animals and children
- obtain written permission from each family prior to interaction with animals
• provide positive modelling for children in relation to the care of, and interaction with animals

• provide a healthy and safe care environment by ensuring that:
  o while children are in care all animals are kept away from areas where children sleep, food is prepared and eating and play areas
  o play areas are cleaned regularly to remove fur, saliva, faeces and urine to reduce contamination prior to children resuming care
  o personal cleanliness in relation to care of animals is maintained, particularly hand washing after interacting with animals
  o animals are kept separate from children when transporting animals and children in a vehicle/s (note: written permission is required from families)

Please refer to the ACECQA information sheet on “keeping pets and animals in education and care services”.

4.11 Sun Protection

Educators are to increase children’s sun safe awareness through daily activities and experiences when children are in care and encourage all adults in the care environment to use effective sun protection.

Educators are to use a combination of sun protection measures for all outdoor activities from 1 August to 30 April, or whenever the UV index levels are predicted to be 3 and above and observe the recommended times to avoid direct sunlight.

Sun protection measures include:

• Children under 12 months old are kept out of direct sun as much as possible
• Shaded areas are provided for outdoor play, activities are planned in shaded areas and children are actively encouraged to use the shaded area for outdoor play
• Families are encouraged to dress children in loose fitting clothing that protects their skin as much as possible
• Children that access unshaded areas are to wear a suitable hat (ie. legionnaire broad-brimmed or bucket hat), note - baseball or peak caps are unsuitable
• Children without a suitable hat remain in a shaded area
• Children apply a broad spectrum SPF30+ sunscreen at least 20 minutes before going outdoors and thereafter is reapplied every two hours (or more frequently if wiped off). A health support plan is not required for sunscreen.
• Families are aware of how children will be protected from the effects of sun exposure whilst in care. This is documented in the educator’s service information.

For further information refer to Cancer Council SA – Sun Smart.

4.12 Healthy food, safe food practices and food safety

4.12.1 Healthy Food

Educators have a key role in providing food and nutrition experiences that will positively influence a child’s food preference, eating habits and nutritional health into adulthood.

Where educators offer meals for children in care as part of their service, then a menu is to be planned and displayed for families to view. Educators are encouraged to use the ‘Get up and Grow Guideline’.
Educators are to ensure that:

- they are aware of any food allergies, religious or cultural food preferences of each child prior to the provision of care
- they follow the Australian Dietary Guidelines in the provision and promotion of healthy food choices to children
- they model healthy eating practices and behaviour when children are in care
- they make sure that families are aware of the Get Up and Grow guidelines in their educator service information they respect families wishes in relation to breast or bottle feeding
- they closely supervise children eating to ensure children follow safe and hygienic eating practices
- emergency procedures are in place to manage a food related choking incident or an allergic reaction.

4.12.2 Safe Food Practices

Educators are to use safe practices for handling, preparing and storing food to minimise risks to the children in their care.

Educators who provide food for children as a part of the FDC business are defined by the Australian Food Standards Code as a food business. Educators are to comply with the code. SA Health or local councils are able to provide information to educators.

4.12.3 Food Safety

Children under 4 years of age are not to be offered the food below unless prepared safely to avoid choking:

- foods that can break off into hard pieces such as raw carrot, celery sticks, apple pieces; these foods can be provided if grated or cooked
- popcorn, grapes, nuts, hard lollies, corn chips or other similar foods which are hard to chew and do not break easily in a young child’s mouth or throat
- whole sausages, frankfurts or other meats unless they are cut into small pieces with tough skins removed
- meat with bones, gristle or skin
- large seeds from fruit

Children are to be supervised while eating food.

Refer: Kidsafe SA Preventing choking on food for children 4 years of age and under

5. Roles and responsibilities

Table 2 - Roles and responsibilities

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<th>Role</th>
<th>Authority/responsibility for</th>
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<tr>
<td>DECD FDC Scheme Managers (Nominated supervisor)</td>
<td>Ensuring non-compliance with the standard is effectively managed</td>
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6. Monitoring, evaluation and review

The effectiveness of this standard will be monitored by DECD Early Childhood Services, in consultation with DECD FDC scheme managers. Feedback and queries related to this standard can be forwarded to the Policy Officer, Childcare Policy and Programs DECD.FDCFeedback@sa.gov.au.

This standard will be reviewed every three years by DECD Early Childhood Services, or earlier if required.

7. Definitions and abbreviations

Table 3 - Definitions and abbreviations

<table>
<thead>
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<th>Meaning</th>
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<td>DECD</td>
<td>Department for Education and Child Development</td>
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<tr>
<td>DECD Corporate Office</td>
<td>Staff working in the building at 31 Flinders Street and local DECD offices, includes DECD FDC staff</td>
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<td>DCSI</td>
<td>Department for Communities and Social Inclusion</td>
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<tr>
<td>Educator</td>
<td>DECD FDC registered educator or educator assistant</td>
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<tr>
<td>FDC</td>
<td>Family Day Care</td>
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<td>Hand hygiene</td>
<td>Washing hands with soap or water, or with an alcohol based hand rub</td>
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<td>National Law</td>
<td>Education and Early Childhood Services (Registration and Standards) Act 2011</td>
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<td>Non-routine excursion</td>
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<td>School aged child</td>
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<td>Regulations</td>
<td>Education and Care Services National Regulations 2011</td>
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<td>Regulatory Authority or RA</td>
<td>Education Standards Board of SA</td>
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<td>Journey taken on a regular basis eg. trip to school or preschool</td>
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<td>Supervision</td>
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<td>Term</td>
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<tr>
<td>Young child</td>
<td>Child not yet attending school</td>
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8. Supporting documents

- KidsafeSA - [Family Day Care Safety Guidelines](#)
- DECD Family Day Care Operations Policy
- Standard – Children’s Learning in Family Day Care
- Standard – Physical Environment in Family Day Care
- Standard – Educators, Families and Community in Family Day Care
- Standard – Service Management in Family Day Care
- Fee and Charging procedure
- [Protecting Children Against Vaccine Preventable Diseases Procedure](#)

9. References

- Cancer Council of SA – Sun Smart
- DECD Risk assessment tools
- Education Standards Board of SA
- Staying Healthy 5th edition
- Australian Government - Immunise Australia Program
- DECD child protection in schools, early childhood education and care policy (PDF, 174.9 KB)
- Kidsafe – A parent’s Guide to Kidsafe Roads
- Government of South Australia - My licence, Road Rules, Seatbelts and Child Restraints and, Car Restraints
- Child Safety RAA Safety Centre
- Animal contact guidelines reducing the risk of illness associated with animal contact (SA Health 2015)
- Australian Government Department of Health - [Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood resources](#)
- Food Standards Australia New Zealand
- Unconventional oven